


**Date:** August 18, 2008

**To:** Pacific Gateway Workforce Investment Network Staff  
PY 2008-2010 WIA Youth Subcontractors

**From:** Bryan S. Rogers   
WIB Executive Director

**Subject:** **INFORMATION BULLETIN: IB09-02**  
**WIA YOUTH ACADEMY PROJECT MONTHLY MEETINGS**

**EFFECTIVE DATE**

This Bulletin is effective upon date of issue.

**PURPOSE**

The purpose of this memorandum is to announce mandatory monthly meetings for Program Year 2008-2010 Workforce Investment Act (WIA)-funded youth subcontractors, providing services in the Long Beach, Signal Hill, Torrance and Lomita service areas of the Pacific Gateway Workforce Investment Network (Network).

**MONTHLY SUBCONTRACTOR MEETINGS**

Subcontractor meetings will take place on the first Thursday of every month, from 9:00 a.m. to 11:00 a.m., at the Youth Opportunity Center, unless otherwise instructed. These meetings will address issues related to the subcontractor's WIA-funded Youth Academy Project, including program implementation and design, youth enrollment and engagement, file maintenance, program and performance outcomes, budget and invoicing, WIA and Network policies and procedures, among others.

**The first scheduled subcontractor meeting will take place on Thursday, September 4, 2008, from 9-11:00 a.m., at the Youth Opportunity Center's Plaza Room (3447 Atlantic Avenue).** Subcontractor's program staff, responsible for the day-to-day management of the Project, including case management staff, is encouraged to participate in the monthly meetings. Please refer to the attachment for scheduled meetings for Program Year 2008-2010.



In addition to our scheduled meetings, subcontractors are invited to attend our upcoming **Youth Council meeting, scheduled for Thursday, September 11, 2008**, from 4:00-5:00 p.m., at the Youth Opportunity Center's Plaza Room. At that time, subcontractors will be introduced to our Council and asked to say a few words on their respective Academy Project. Subcontractors will be invited some time next year to provide a more detailed presentation regarding their Academy Project and its progress.

**ADDITIONAL INFORMATION**

The attached document provides specific dates of the Monthly Subcontractor Meetings. Should you have questions regarding this memorandum please feel free to contact Rick Gonzalez, YOC Coordinator, at 562.570.4716, or Alejandra Lopez, Program Specialist, at 562.570.4725.

**ATTACHMENT A**

**SCHEDULED MONTHLY MEETINGS**

**Youth Academy Projects  
Program Year 2008-2010**

September 4, 2008  
October 2, 2008  
November 6, 2008  
December 4, 2008  
January 8, 2009 (January 1, 2009, Holiday)  
February 5, 2009  
March 5, 2009  
April 2, 2009  
May 7, 2009  
June 4, 2009  
July 2, 2009  
August 6, 2009  
September 3, 2009  
October 1, 2009  
November 5, 2009  
December 3, 2009  
January 7, 2010  
February 4, 2010  
March 4, 2010  
April 1, 2010  
May 6, 2010  
June 3, 2010

Unless otherwise indicated, all meetings will be held at the Youth Opportunity Center's Plaza Room, from 9-11:00 a.m.